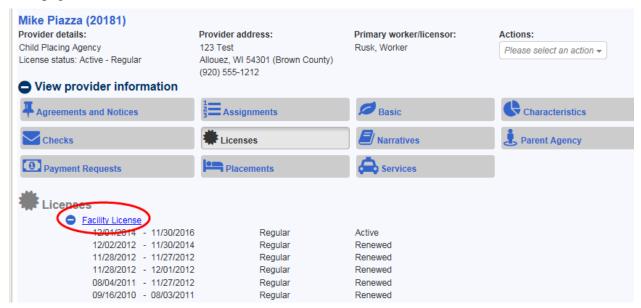
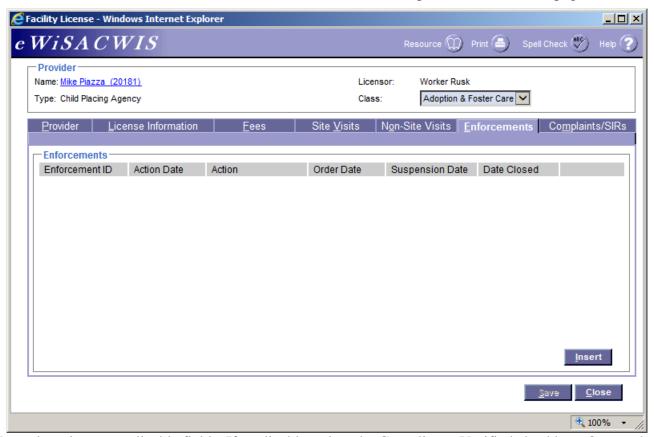
## **Documenting a Facility Enforcement**

Note: In order to document a facility enforcement, an assignment to the provider is required.

1. From your desktop, click on the Providers tab. Click on the View provider information icon for the appropriate provider. Click on the Licenses button. Then click the <u>Facility License</u> hyperlink to open the Facility License page.



2. Click on the Enforcements tab. Click the Insert button. This will open the Enforcement page.



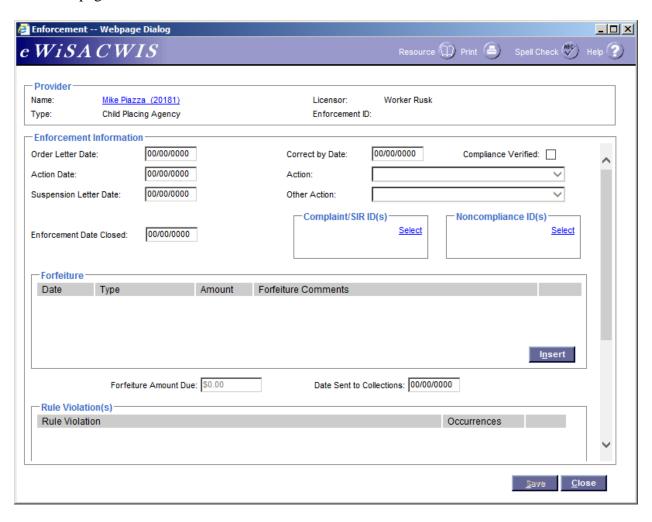
3. Enter dates in any applicable fields. If applicable, select the Compliance Verified checkbox. Once a date is entered in the Action Date field, the Action field becomes enabled for you to select the action.

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If the Action = Orders Letter, the Order Letter Date field will update to be the same as the Action Date field.

If the Action = Stipulation, Surrender in Lieu of Enforcement, or Warning Letter, the Enforcement Date Closed field will update to be the same as the Action Date field.

If the Action = Revocation Other, Revocation HFS12, Revocation – No Fee/App, or Revocation Tax Delinquency, the system will automatically revoke an 'Active' license as of the Action date entered on the Enforcement page. A license revocation can be appealed by clicking the Appeal checkbox on the Enforcement page.

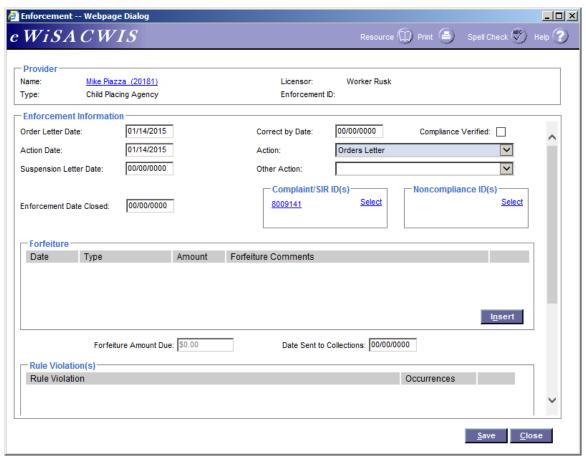


4. If the enforcement is associated with a documented complaint/SIR, click the <u>Select</u> hyperlink in the Complaint/SIR ID(s) group box. This will open the Complaint/SIR ID(s) page.

5. Select the checkbox next to the associated complaint/SIR(s) and click Continue.



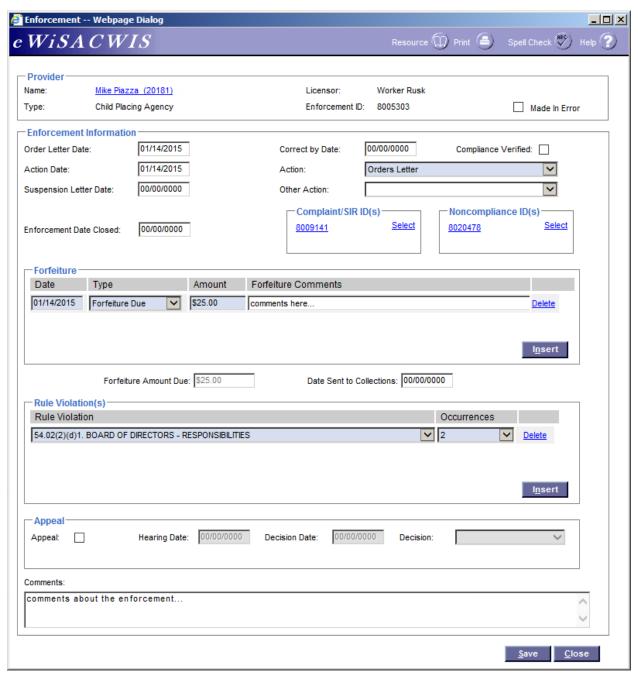
6. If the enforcement is associated with a documented noncompliance (either from a site visit or outside of a Site Visit), click the <u>Select</u> hyperlink in the Noncompliance ID(s) group box. This will open the Non Compliance ID(s) page.



7. The Non Compliance ID(s) page will identify any site visit(s) or noncompliance(s) not associated to site visits. Select the checkbox next to the associated noncompliance(s) and click Continue.



- 8. To enter a Forfeiture, click the Insert button. Enter the Date, select a Type, and enter the Amount. If applicable, enter any Forfeiture Comments. Once an amount is entered into the Amount field, the Forfeiture Amount Due field will update accordingly.
- 9. In the Rule Violation(s) group box, click the Insert button to add the violation(s). Select the number of occurrences for this rule violation.

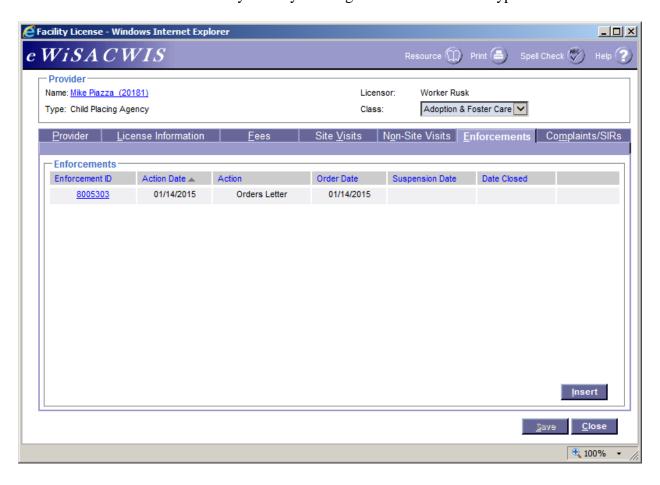


10. Click Save to save the enforcement.

**Note:** Once an enforcement has been saved, a Made in Error checkbox appears at the top of the page. See the section at the end of this guide on how to make an enforcement in error.

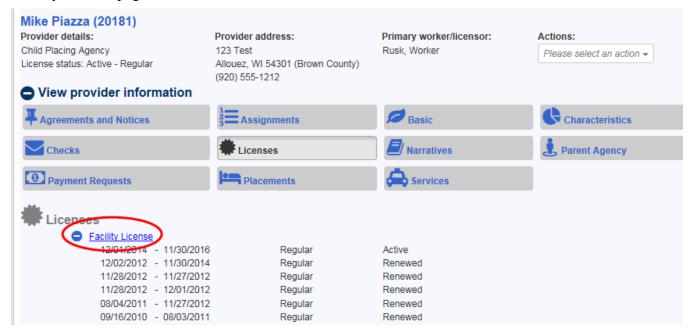
11. When appropriate, enter the Enforcement Date Closed. Click Close to return to the Facility License page.

12. You can access the enforcement at any time by clicking the Enforcement ID hyperlink.



## Documenting an Appeal for an Enforcement

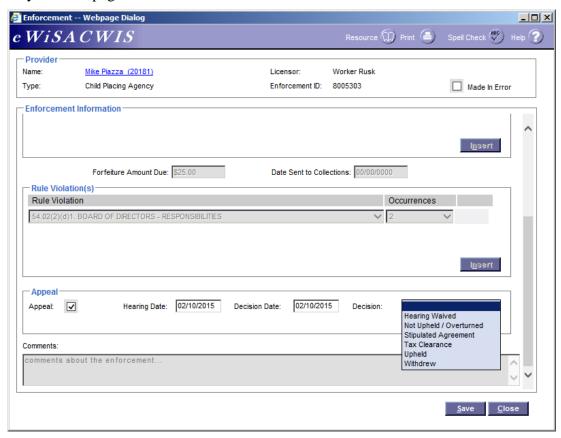
1. To document an appeal, click on the Providers tab. Click on the • View provider information icon for the appropriate provider. Click on the Licenses button. Then click the Facility License hyperlink to open the Facility License page.



2. On the Facility License page, click on the Enforcements tab. Click the Enforcement ID hyperlink to open the Enforcement page.



3. On the Enforcement page, select the Appeal check box and enter the appropriate dates. Once you document a Decision Date, you can document the Decision. Click Save to save the enforcement. Click Close to return to the Facility License page.



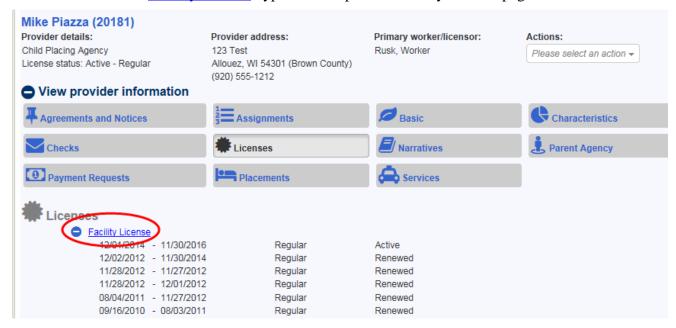
4. The Facility License page will indicate the Enforcement has an appeal associated to it.



## Making an Enforcement in Error

Once an enforcement has been saved, a Made in Error checkbox appears on the enforcement.

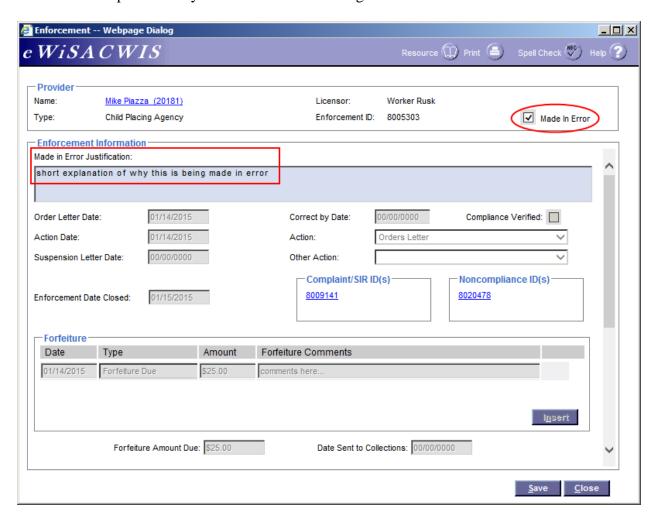
1. To make an enforcement in error, access the appropriate enforcement. From your desktop, click on the Providers tab. Click on the View provider information icon for the appropriate provider. Click on the Licenses button. Then click the Facility License hyperlink to open the Facility License page.



2. Click on the Enforcement tab. Click the Enforcement ID hyperlink for the enforcement you would like to make in error. This will open the Enforcement page.



3. On the Enforcement page, click the Made in Error checkbox. A Made in Error Justification field will appear. Enter a short description of why this enforcement is being made in error.



4. Click Save. You will receive the following message:

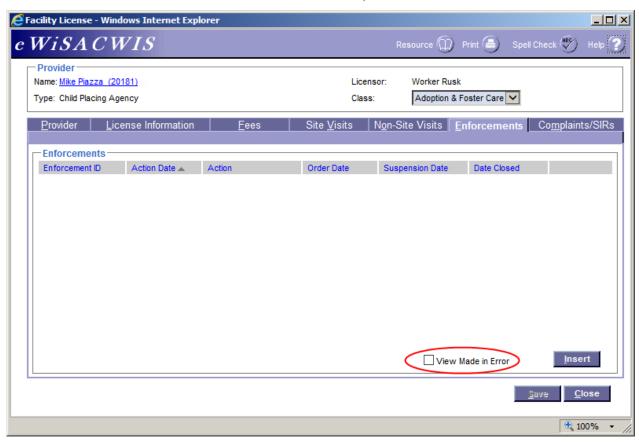


Click Yes to continue. This will freeze the record and no additional updates can be made.

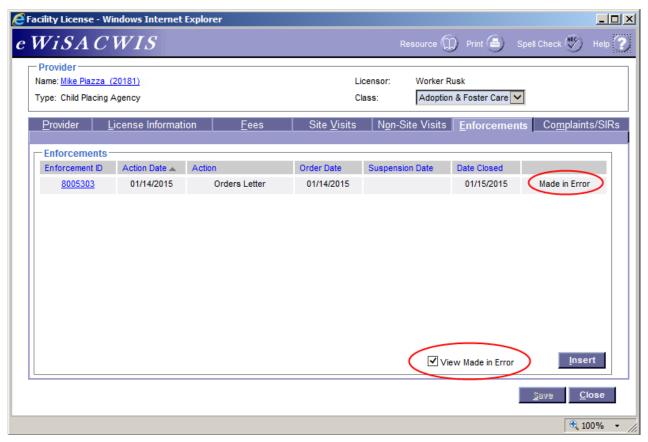
5. Click Close to return to the Facility License page.

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6. If a made in error enforcement exists for this provider, a "View Made in Error" checkbox will appear on the Enforcements tab. To view the made in error enforcements, click the View Made in Error checkbox.



7. After you have selected the View Made in Error checkbox, all made in error enforcements for this provider will appear.



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